

## Resume Example

Name      Email address  
Home Street # and Street Name  
City, State, Zip Code  
Phone number (H) Phone number (Cell)

**OBJECTIVE:** Write an employment objective that combines a positive description of the job you are applying for and how the job fits with your goals.

Example: Seeking employment with a local grocery store in order to learn more about retail sales.

**SKILLS:** List some of the skills from the Skill Sets worksheet that apply to the job position.

Examples:

- ability to work well with numbers
- good customer and co-worker skills
- self-motivated
- ability to follow directions
- learn new tasks quickly

**EDUCATION:** List the schools you have attended and include the dates of attendance.

High School	September 2003 – May 2007 (expected graduation date)
VoTech	September 2004 – December 2005

**EXPERIENCE:** List some of the items entered on your Skill Sets document that demonstrate your ability to perform the skills listed above.

Example:

- stocked and sold concessions
- filed office records
- maintained lawns on a monthly basis
- kept accounting records on newspaper bill collections
- ensured safety and well-being of younger children

**WORK HISTORY:** List any positions you have held, the dates of employment or volunteer work, and your employer's name or company name.

Date:	Start/Finish	Lawn care, baby sitter	Individual's name
Date:	Start/Finish	Volunteer Position	Organization
Date:	Start/Finish	School Office Aide	School
Date:	Start/Finish	After School Job-Paper Boy	Business

**TRAINING AND AWARDS:** List activities or training you have done that demonstrate specialized skills.

- Computer skills, ten-key, accounting, honor roll, treasurer of the student council

References provided upon request.